

RFP #PW-2018-04

TRAFFIC & TRANSPORTATION ENGINEERING, UTILITY COORDINATION, AND RELATED SERVICES

TASK ORDER CONTRACT

ADDENDUM NO. 1

July 20, 2017

This Addendum No. 1 is hereby made a part of the Contract Documents on which the Contract will be based, and is issued to modify, explain, and/or correct the original Contract Documents. Receipt of this Addendum must be acknowledged in Appendix D of the RFP, which is to be submitted with the proposal.

CHANGES and CLARIFICATIONS to RFP #PW-2018-04 Traffic & Transportation Engineering, Utility Coordination, and Related Services

I. Meeting Agenda and Sign-In Sheet, Pre-Proposal Meeting held July 19, 2017

Town of Purcellville, Virginia

**Traffic & Transportation Engineering, Utility Coordination, and Related Services
Task Order Contract
RFP #PW-2018-04**

**Pre-Proposal Meeting Agenda
July 19, 2017
Purcellville Town Hall**

1. Introduction

- a. Proposals are due to the Town by **3:00 PM on August 2, 2017.**
- b. Scope of Work – Appendix A.
 - i. Street Systems: street widening and improvements, sidewalk installations, pavement management, frontage improvements, traffic signals, and review of traffic impact studies.
 - ii. Drainage: storm water collection, conveyance, detention, storage, BMPs, and utility development and implementation.
 - iii. Survey and plats, conceptual and engineering design, specifications writing, cost estimates, compliance with environmental requirements, public participation processes, right-of-way processes, and construction administration.
 - iv. Specific experience with locally administered VDOT funded projects (including Revenue Sharing and federally funded projects).
 - v. Utility Coordination: review design plans and evaluate proposed utility relocations; utility field inspections; liaison between utility owners, design team, and construction contractor; review of cost estimates, easements, and relocation agreements; oversee the installation/relocation of utilities.
- c. Term – The Contract may be renewed upon the same pricing, terms and conditions at the expiration of its term for a maximum of four (4) one-year renewal periods by mutual agreement between the parties.

2. Past & Potential Projects

- a. Past – Examples include Nursery Avenue Roadway & Drainage Improvements, 32nd & A Street roundabout, Hirst Road Safety Improvements, Main & Maple Intersection Improvements.
- b. Future – Main & Maple Intersection Improvements, 12th Street Roadway & Drainage Improvements, Traffic Signal at 32nd & Main Streets, A Street Trail from BRMS to Maple Avenue, Villages of Purcellville Drainage Improvements, E Street Roadway & Drainage Improvements, and other similar projects not yet identified.

3. Questions?

Town of Purcellville, Virginia

Traffic & Transportation Engineering, Utility Coordination, and Related Services
Task Order Contract
RFP #PW-2018-04

PRE-PROPOSAL MEETING ATTENDANCE LIST

Date: July 19, 2017

Time: 11:00 AM

Location: Purcellville Town Hall

Name:	Company:
Don Russmeyer	AMT
Regina Herr	WRA
DENNIS HEUER	CLARK NEXSEN
JOHN MCDOWELL	RK&K.
Jennifer Whitehead	Rice Associates
MICHAEL McGEADY	CENTURY
TONY FRASCARELLA	" "
DREW WOLFRED	KIMLEY-HORN
Bill VEST	Timmons Group
LaVerne Smith-Sanford	Rinker Design Assoc (RDA)
Rich Brittingham	Dewberry
Duane Thomas	Dewberry
Tom Fleming	ATCS
Kelsey Forlini	ATCS
MATT LAWRENCE	PENNONI
DOUG KENNEDY	PENNONI

II. Responses to Questions Received in Writing and at the Pre-Proposal Meeting

1. Regarding Appendix K – Federal Requirements. Item 3 on page 36 states, “data must be provided on the enclosed Firm Data Sheet”, and page 38 states “all firms shall complete and include the following completed forms...” Do these forms need to be submitted with the RFP, or only once work is contracted requiring the necessary forms? ***Of the forms mentioned in Appendix F, only two are required to be submitted with the proposal: “Certification regarding Debarment – Primary Covered Transactions (To be completed by a Prime Consultant)” and “Certification regarding Debarment – Lower Tier Covered Transactions (To be completed by a Sub-Consultant).” The “Good Faith Effort” and “Firm Data Sheet” do not need to be returned with the proposal, but are included in the RFP for use as needed for specific Task Orders. The “Firm Data Sheet” was unintentionally omitted previously and is being included with Addendum No. 1.***
2. Should Offerors include geotechnical services on their team for this contract? Or will this scope of work be contracted separately? ***Yes, geotechnical services should be included on the team as the Town anticipates most project designs to have a geotechnical scope. Geotechnical inspections for construction are contracted separately by the Town.***
3. Does this contract replace the Town’s Basic Ordering Agreement (BOA) for Engineering and Related Services (PW-2013-01)? ***No, this contract replaces the Town’s previous BOA for Traffic and Transportation Engineering Services (PW-2012-01) and the BOA for Utility Coordination Services (PW-2012-03).***
4. Can you further define the three categories (as referenced on page 9) listed in the Scope of Services, Appendix A? We interpret there to be two categories: traffic & transportation engineering and utility coordination. ***These are the two general categories for this Task Order Contract. The statement on page 9 (section b.-v.) is referring to the specific categories listed under the two general categories.***
5. Should resumes be provided in Section b Team Experience or in Appendix B? ***You may include the resumes in Section B and reference Section B in Appendix B (or vice versa).***
6. Does the Town want three (3) BOA/Task Order project descriptions for each subcontractor? Some sub-consultants may not have this type of experience. ***If a subcontractor has this type of experience be sure to include it in the proposal.***
7. Is the information requested under Section b Team Experience item vii to be provided for the project descriptions requested under items v and vi? ***Yes, please provide information on execution time, construction cost, problems & solutions, and client contact information in the project descriptions.***

8. Does the right-of-way process include acquisition services? ***The Town would like the option of having the Contractor provide all right-of-way services including plat and deed preparation, property appraisals, and landowner negotiations.***
9. Can you further explain the storm water utility development and implementation? ***Appendix A Scope of Services has been revised with Addendum No. 1 to remove this item.***
10. Can you define construction administration services? Does it include inspection? ***Examples of constructions administration services include providing clarifications and interpretations of contract documents, attending pre-construction and progress meetings, and periodic observation of construction including the final walk through. Construction inspection is typically not included under this contract.***
11. On page 13, it says “each engineering company does not necessarily have to be capable of providing all the skills listed.” Does this mean an Offeror does not need to show qualifications for all serviced identified in Appendix A? ***Appendix A Scope of Services has been revised with Addendum No. 1 to no longer include this sentence. The Town desires engineering companies that can assemble a team capable of providing all the service categories.***
12. In Section Two, Item 16, page 6 of the RFP, it states to please not include hourly service rates. However, in Section Three, Item 2, page 10 of the RFP, it states the Offeror will provide an hourly rate. In the proposal should hourly rates (non-binding) be provided or not? ***The RFP states: “At the interview stage, the Offeror will be asked to submit pricing forms containing a non-binding schedule of the hourly rates for the various categories of staff and any other fees that may be applicable and billed (“Non-Binding Rate/Fee Schedule”).” Non-binding rates will be requested of the firms that are shortlisted for interview. The rates should not be included with the RFP submission.***
13. Can you give an estimate of how many projects will have Federal funding? ***Probably one project, but at this time some projects don’t have funding, so they could potentially be funded using Federal funds.***
14. How many companies does the Town intend to contract with? ***Previously, the Town contracted with four companies. Presently, the Town hopes to contract with two or three companies.***
15. How does the Town select a contractor for a specific task order? ***In the past, the Town has either requested proposals from among the contracted companies or simply chosen one company to do the work. The Town purposes to spread out task orders among its contractors.***
16. When does this contract become effective? ***The target date is October 1, 2017. It takes about 2-3 months upon receipt of the proposals to read and evaluate proposals, interview shortlisted firms, and receive approval from Town Council to award the contract.***

17. Does the binding rate/fee schedule stay the same when the contract is renewed? Is escalation allowed? ***Yes, the Town follows VDOT's rate escalation for professional services contracts.***
18. When is the last day for questions? ***Questions must be received in writing by 5:00 PM on Wednesday, July 26, 2017.***
19. On page 4, item 2 Proposal Format, the RFP states "the proposal shall include as a minimum the following sections arranged in the specified order." Could you please define what the Offeror is expected to include in section "h. Compliance with Contractual Terms"? ***The RFP has been revised with Addendum No. 1 to longer include this section.***

III. Changes to the Contract Documents

- a. On page 1, the proposal due date and time shall be "August 2, **2017** at 3:00 P.M. prevailing local time."
- b. On page 4, item 2 Proposal Format: delete "h. Compliance with Contractual Terms."
- c. On page 6, change Item 12 from: "License Requirement - All firms doing business in the Town are required to be licensed, or exempt from licensure, in accordance with the Town's "Business, Professional, and Occupational Licensing ("BPOL") Tax" Ordinance.
Questions concerning BPOL should be directed to the Department of Finance, telephone (540) 338-7421. The Offeror's BPOL license number must be indicated on the pricing page of the proposal."

To

"License Requirement – Offerors awarded a contract will be required to be licensed, or exempt from licensure, in accordance with the Town's "Business, Professional, and Occupational Licensing ("BPOL") Tax" Ordinance. Questions concerning BPOL should be directed to the Department of Finance, telephone (540) 338-7421."

- d. On page 13, Appendix A Scope of Services: delete the last two sentences of the first paragraph.
- e. On page 13, Appendix A Scope of Services: delete "storm water utility development and implementation" from the listing under "Traffic and Transportation Engineering."
- f. Add the following form to Appendix K, after page 44:
 - i. Firm Data Sheet

FIRM DATA SHEET

Funding: S (S=State F=Federal)

Project No. SB20-2008

Division: STRUCTURE AND BRIDGE

EOI Due Date :

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data will result in the Expression of Interest not being considered.

Firm's Name and Address	Firm's DBE Status *	Firm's Age	Firm's Annual Gross Receipts

* Y = DBE Firm Certified by VDOT

N = DBE Firm Not Certified by VDOT

NA = Firm Not Claiming DBE Status